

**WOOD WORKER  
LEADER  
WL-4604-08**

**DISTRIBUTION**

**I. POSITION AND ORGANIZATION INFORMATION****Position:**

Wood Worker Leader, WL-4604-08

**Purpose of position:**

The primary purpose of this position is to make, install, and repair shipping and storage containers and material handling items such as boxes, crates, skids, pallets, and storage bins from wood or wood substitute materials.

**Organization:**

Distribution Branch

**Organization goals:****II. MAJOR DUTIES****A. Duty (Non-Critical):**

Performs typical duties of a Working Leader (11%)

**Tasks:**

1. Passing on to other workers the instructions received from supervisors and getting work started, e.g., by assigning the immediate tasks to be performed by individual member of the group led;
2. Working along with other workers and setting the pace;
3. Demonstrating proper work methods;
4. Ensure needed plans, blueprints, materials, and tools are available, and that needed stock is obtained from supply locations;
5. Obtaining needed information or decisions from supervisors on problems that come up during the work;
6. Maintaining current knowledge, and answering questions of other workers on procedures, policies, written instructions, and other directives (e.g. technical orders);
7. Ensuring that there is enough work to keep everyone in the work crew busy;
8. Checking work while in progress and when finished to see whether the supervisor's instructions on work sequence, procedures, methods, and deadlines have been met;
9. Urging or advising others workers to follow instructions received from supervisors, and to meet deadlines;
10. Assuring that safety and housekeeping rules are followed;
11. Reporting to the supervisors on status and progress of work and causes of

work delays; and

12. Answering questions of supervisors on overall work operations and problems.

**Selected Staffing KSAs:**

*Ability to Learn*

**B. Duty (Critical):**

Makes and repairs wooden supply, storage, and shipping items which typically require complete custom building involving complex construction plans and work procedures. Work may require the use of improvised and specially constructed jibs, forms, templates, or patterns. (11%)

**Tasks:**

1. Plans and constructs custom shipping and storage containers for items or irregular size and shape. Containers typically involve complex construction problems and bracing requirements for large and unbalanced equipment, sensitive electronic equipment, delicate instruments, and heavy items such as industrial equipment.
2. Using shop plans, blueprints, and item specifications, develops bracing points based on weight of the item or equipment, gravity center, and method of shipment to prevent shifting or damage in transit or storage.
3. Prepares containers with appropriate bracing for shipment of hazardous materials such as flammables, caustics, and corrosives.
4. Prepares and constructs the full range of standard and nonstandard containers with complex bracings to ship or store assemblies for items such as aircraft wings, radar antennas, and turbine engines.
5. Constructs small and specialized containers for delicate instruments.
6. Construct, lays out, and repairs a variety of specialized and custom wood and wood substitute containers. Improvises or modifies construction plans and patterns to construct custom containers and storage devices.
7. Operates and maintains a variety of hand and power tools and equipment such as radial saws, circular saws, drill presses, and joiners to make standard joints and grooves, such as tongue and groove, rabbeted edge lap joints, end lap joints, and locked corners.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6, A7

**C. Duty (Critical):**

Performs assigned tasks related to maintaining and controlling tools and equipment. (11%)

**Tasks:**

1. Maintains equipment being used to ensure its proper operation and

readiness for future use.

2. Promptly reports missing, lost, found, or unattended tools to the supervisor.

3. Performs all assigned tasks related to tool inventory, inspection, replacement, and control log.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6, A7

**D. Duty (Critical):**

Complies with safety rules and procedures. Performs work in a manner that enhances the safety of the work area. (11%)

**Tasks:**

1. Observes all applicable DOD, OSHA, and local safety regulations.
2. Maintains awareness of shop safety procedures and identifies any observed unsafe practices or procedures.
3. Wears and maintains required personal safety equipment.
4. Promptly reports accidents, injuries, safety violations, or unsafe practices or procedures to supervisor.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6, A7

**E. Duty (Critical):**

Cleans work area and equipment. (11%)

**Tasks:**

1. Performs daily operational, cleaning, and preventative maintenance services and immediately reports any discrepancies to the supervisor.
2. At end of shift, assures all flammable materials are properly stored.
3. Puts materials away in a timely manner when returned to the shop.
4. Wears and maintains required personal safety equipment.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6, A7

**F. Duty (Critical):**

Operates electric, LPG, or diesel powered Fork Lift Trucks capable of lifting loads weighing 10,000 pounds or more. (11%)

**Tasks:**

1. Drives heavy fork lift trucks over rough and sometimes muddy terrain through narrow aisles in outside storage areas.

2. Loads, unloads, and places supplies, material, and equipment in such confined places as narrow warehouse aisles, box cars, flat cars, trucks, and trailers. Stacks, unstacks, and moves heavy and unwieldy objects such as steel beams, sheet metal, and bar stock, using caution to ensure appropriate load balance and adequate protection for fragile items.

3. Starts, stops, backs, and operates controls of fork lift truck over level and unlevel surfaces with heavy loads and in locations not easily accessible. Must be able to maneuver fork lift truck in confined areas.

4. Selects appropriate equipment to meet the requirements of the job (e.g., receiving, stowing, selecting, loading).

5. Completes required warehousing forms and obtains specified signatures.

**Selected Staffing KSAs:**

A1, A8, A9, A11

**G. Duty (Critical):**

Complies with safety rules and procedures. Performs work in a manner that enhances the safety of the work area. (11%)

**Tasks:**

1. Observes all applicable DOD, OSHA, and local safety regulations.
2. Maintains awareness of shop safety procedures and identifies any observed unsafe practices or procedures.
3. Wears and maintains required personal safety equipment.
4. Promptly reports accidents, injuries, safety violations, or unsafe practices or procedures to supervisor.

**Selected Staffing KSAs:**

A1, A10

**H. Duty (Critical):**

Drive one or more types of trucks, such as pickup trucks, panel trucks and flatbed trucks, which typically have a GVW of 10,000 pounds or less, on standard routes under limited traffic conditions at low speeds. (11%)

**Tasks:**

1. Operates trucks to transport supplies, materials, equipment and tools throughout an installation under limited traffic conditions at low speeds. Vehicles are driven on the basis of either specific trip assignments or regularly established schedules and standard routes.
2. Performs operator maintenance, such as checking fluid levels and air pressure in tires, and to cleaning and washing vehicles.
3. Completes trip tickets and preventive maintenance records.

**Selected Staffing KSAs:**

A1, A12

**I. Duty (Critical):**

Performs a wide variety of standard and specialized preservation and/or packing work. Items typically require special documentation and custom packing, handling, preservation, and shipping procedures. (12%)

**Tasks:**

1. Packs and/or preserves items that typically require special documentation and custom packing, handling, preservation, and shipping procedures.
2. Selects containers, protective devices, cushioning materials, methods and techniques needed for packing taking note of such factors as size, type, weight, fragility, mode of transportation, and destination of items.
3. Custom packs various items that cannot be made to fit into containers of standard size. Completes bracketing, suspending, mounting, and slot hanging work within devices prefabricated for this purpose. Adapts or modifies sheets of cardboard, cushioning, and other similar materials to fit around items of unusual size or shape.
4. Prepares and processes all documentation, special handling labels, shipping codes, and required safety data.
5. Applies oils, powders, desiccants, mists, drying agents, and other preservation materials to equipment and parts. Some work requires limited disassembly and assembly of equipment to apply preservatives.
6. Constructs or assists other workers in the construction of specialized storage and shipping containers.
7. Provides guidance to lower grade workers.

**Selected Staffing KSAs:**

A1, A7, A13, A14, A15, A16, A17

**J. Other Work Requirements**

1. The employee may be recalled to duty.
2. This position requires the employee to drive a motor vehicle. An appropriate, valid driver's license is required for the position.

**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**

**A. Selected Staffing KSAs:**

1. Ability to do the work of the position without more than normal supervision
2. Knowledge of equipment assembly, installation, and repair
3. Ability to apply technical practices in the performance of assigned work
4. Ability to interpret instructions, specification, etc. (including blueprint reading)
5. Ability to measure and lay out materials tools, steps, etc., needed to perform assignments

6. Ability to use and maintain tools and equipment
7. Knowledge of the materials needed to complete assignments
8. Ability to perform standard fork lift operation including following work site procedures
9. Ability to interpret and apply instructions and specifications associated with the operation of a fork lift
10. Overall knowledge of work site safety rules and procedures
11. Ability to demonstrate reliability and dependability as a fork lift operator
12. Ability to drive trucks with a GVW of 10,000 pounds or less
13. Ability to use standard tools such as hammers, screwdrivers, pliers, power saws, strapping materials, stapling and banding machines, tape dispensers, vacuum and heat sealing machines, and other tools and equipment to secure items in appropriate containers
14. Ability to use weight handling equipment such as handlifts, pallet jacks, dollies, and electronic lifts, and to operate forklifts, tugs, trucks, and warehouse platform lifts
15. Ability to operate a computer terminal, optical reader, and/or scanner to input and retrieve information on inventory, packing and shipping requirements, storage conditions and locations, and create labels, and to use computers to access information on regulatory requirements for packing hazardous items
16. Knowledge of accepted packing industry and related practices and techniques
17. Ability to interpret instructions, specifications, etc. (other than blueprints)

**B. Basic Training Competencies:**

1. Ability to do the work of the position without more than normal supervision
2. Knowledge of equipment assembly, installation, and repair
3. Ability to apply technical practices in the performance of assigned work
4. Ability to interpret instructions, specification, etc. (including blueprint reading)
5. Ability to measure and lay out materials, tools, steps, etc., needed to perform assignments
6. Ability to use and maintain tools and equipment
7. Knowledge of the materials needed to complete assignments
8. Ability to perform standard fork lift operation including following work site procedures
9. Ability to interpret and apply instructions and specifications associated with the operation of a fork lift
10. Overall knowledge of work site safety rules and procedures
11. Ability to demonstrate reliability and dependability as a fork lift operator
12. Ability to drive safely
13. Ability to interpret and apply instructions and other guidelines required for motor vehicle operation
14. Ability to demonstrate reliability and dependability as a Motor Vehicle Operator
15. Ability to drive trucks with a GVW of 10,000 pounds or less

16. Ability to use standard tools such as hammers, screwdrivers, pliers, power saws, strapping materials, stapling and banding machines, tape dispensers, vacuum and heat sealing machines, and other tools and equipment to secure items in appropriate containers
17. Ability to use weight handling equipment such as handlifts, pallet jacks, dollies, and electronic lifts, and to operate forklifts, tugs, trucks, and warehouse platform lifts
18. Ability to operate a computer terminal, optical reader, and/or scanner to input and retrieve information on inventory, packing and shipping requirements, storage conditions and locations, and create labels, and to use computers to access information on regulatory requirements for packing hazardous items
19. Ability to operate a conveyor line console
20. Knowledge of accepted packing industry and related practices and techniques
21. Ability to interpret instructions, specifications, etc. (other than blueprints)

#### IV. CLASSIFICATION FACTORS

##### Factor 1. Knowledge

1. Thorough knowledge of woodworking techniques to improvise or modify construction plans and patterns to construct custom containers and storage devices from wood and wood substitute materials.

Skill in making nonstandard containers that incorporate several irregular shapes, sizes, and features.

Skill in operating woodworking machines to make more varied and complex construction features.

Ability to machine open, blind, stub mortise and tenon, box, half-lap, cross-lap joints, and other joints of similar complexity.

Skill to make triangular, beveled, circular, and other odd-shaped components for containers on a regular basis.

Thorough knowledge of the characteristics of hard and soft woods and wood substitutes used in container construction and repair.

Ability to determine the type and extent of construction or repair necessary to modify and restore standard and nonstandard containers.

Skill in modifying construction plans developing rough sketches for use in revising standardized container plans for unconventional items or equipment.

Skill in bracing and structural alterations for specialized containers.

Skill in determining the weight supports of large, heavy, unbalanced, and irregularly shaped items to make and place supports to prevent such items from shifting during transit or storage



2. Skill in operating woodworking machines to make varied and complex construction features. Ability to machine open, blind, stub mortise and tenon, box, half-lap, cross-lap joints, and other joints of similar complexity. Skill to make triangular, beveled, circular, and other odd-shaped components for containers on a regular basis.

3. Knowledge of various types of heavy fork lift trucks, their capacities and capabilities, and operation techniques. Skill in handling controls for smooth starting, stopping, and maneuvering in close quarters such as warehouses, in and out of freight cars, trucks and other conveyances, throughout open storage and shed areas, on ramps and loading platforms, and over rough and often muddy terrain. Knowledge of the storage area layout in order to locate, store and remove materials and equipment. Ability to judge size of doorways and aisles, size of load, capability of fork lift truck, and proper load balance in order to safely load and unload items. Knowledge to select the best route, observing traffic, safety, and fire regulations. Knowledge to complete required forms obtaining specified signatures. Knowledge to perform required operator and preventive maintenance services, and to immediately report problems, mechanical defects, and other improper conditions to the supervisor.

4. - Work requires basic skills for manipulating the controls for starting, stopping, backing, and driving the vehicles.

- Knowledge of the height, width, length, and weight of the vehicles in order to operate safely on short runs, following limited or prescribed routes throughout a government installation.

- Knowledge of installation traffic rules and regulations, and skill in reading and understanding maps and other locator documents for finding various buildings and facilities.

- Knowledge to recognize developing maintenance problems when conducting operator inspections and reporting problems to the supervisor.

5. Skill in loading and arranging cargo so that it does not fall and damage the material.

6. The work requires in-depth knowledge of a wide variety of preservation processing methods and techniques and/or in-depth knowledge of a wide variety of standard packing methods and techniques, and detailed knowledge of specialized techniques for preservation and/or custom packing. The work also requires detailed knowledge of various types of protective devices, cushioning techniques, documentation requirements, preservation materials, and application techniques; and a thorough knowledge of agency, Federal, and international packing and shipping requirements for hazardous and non-hazardous materials and items. The employee must have a thorough knowledge of overall warehouse procedures, space utilization techniques as well as safety procedures for handling, packing, labeling and shipping hazardous materials. Knowledge of manual and automated processing procedures is also required. The following skills are required:

- Skill in the selection and application of a wide range of preservation materials.
- Skill in the construction of cradling and protective forms from illustrations and specifications.
- Skill to determine weight support points for larger and irregular mechanical items and devices and to fabricate support bracing and blocking to prevent shifting or breakage.
- Skill in the set up and operation of carton making equipment.
- Skill in the use of computers and computerized equipment.
- Skill in the preparation of all hazardous materials to be packed, stored, and shipped.
- Skill in the use of packaging and preservation equipment, preservation, and specialized processes including heat sealers, shrink wraps, foam-in-place packaging, electronic-sensitive discharge materials handling, and sensitive/classified material handling, as well as desiccants, preservative oils, and cleaning solvents.

**Factor 2. Responsibility**

The supervisor assigns work orally or through work orders. The employee works independently, making technical judgments based on knowledge of specialized woodworking techniques within the framework of accepted practices and general instructions. Determines or recommends the extent of repairs required and construction alternatives as necessary to modify or rework containers. Responsible for following established safety procedures. Work is spot-checked upon completion by a supervisor for quality of work and compliance with specifications. May provide technical guidance to lower level workers in the operation of power equipment and in the construction of standard or specialized containers and storage items.

**Factor 3. Physical Effort**

The employee uses power and manual tools and devices that typically involve continuous physical effort and extended periods of standing, bending, and stooping while building or repairing containers and material shipping devices. Required to lift and carry items weighing up to 18 kilograms (approximately 40 pounds) unassisted; frequently lifts and moves heavier items with the assistance of other workers or with lifting devices such as forklifts, floor hoists, or cranes.

**Factor 4. Working Conditions**

The work is accomplished in warehouses or other enclosed areas that may be drafty, cold, or overheated. The employee may occasionally be required to work outside for short periods of time, subject to prevailing weather conditions. The employee is also subject to noise and dust from power saws, hammers, nailing machines, and related equipment. The worker is exposed to the possibility of cuts, bruises and scrapes, splinters, muscle strains, and other injuries from using hand and power tools. The employee is required to

use safety equipment and protective devices such as safety glasses, ear plugs, gloves, knee pads, and proper clothing to minimize hazards.

**V. CLASSIFICATION SUMMARY****In this position:**

Duty A. 11% WL-User defined duty. Not classified by system. The final grade may or may not be appropriate.-

Lead a Work Crew

Duty B. 11% WG-4604-08 Wood Worker  
Wood Working

Duty C. 11% WG-4604-05 Wood Worker  
Tools and Equipment

Duty D. 11% WG-4604-05 Wood Worker  
Safety Practices

Duty E. 11% WG-4604-05 Wood Worker  
Work Area and Equipment Cleanliness

Duty F. 11% WG-5704-06 Fork Lift Operator  
Operates Fork Lift Trucks

Duty G. 11% WG-5704-06 Fork Lift Operator  
Safety Rules and Procedures

Duty H. 11% WG-5703-04 Motor Vehicle Operator  
Operating In-Line Trucks

Duty I. 12% WG-7002-06 Packer  
Packing/Preservation

**List of Modified Duties and Factors:**

Pay Plan has been edited.

Title has been edited and may or may not be appropriate.

Duty A. has been added.

Factor 2 has used a different library selection and may or may not be appropriate.

Factor 3 has used a different library selection and may or may not be appropriate.

Factor 4 has used a different library selection and may or may not be appropriate.

The classification criteria are based on the OPM Job Grading Standard for Wood Worker, WG-4604 (TS-64, dated May 1992).

The classification criteria are based on the OPM Job Grading Standard for Packer, WG-7002 (TS-64, dated July 1995).

The classification criteria are based on the OPM Job Grading Standard for Fork Lift Operator, WG-5704 (TS-3, dated November 1968).

U.S. OPM FWS Job Grading Standard, Motor Vehicle Operator, WG-5703; TS-61, dtd April 1991.

Grade: WL-08

**VI. CLASSIFICATION REMARKS:**

Job Grading Standard for Leader WL/NL (TS-39 dtd Jan 1980 FPM Supplement 512-1) part 1 for Working Leader was applied to duty A. The position leads a crew of 16 employees of a wide variety of trades. One WG-08 (Woodworker) constitutes the highest grade led by this position. Consequently, the position is graded at the WL-08 level.